



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Business Regulation
INSURANCE DIVISION
233 Richmond Street, Suite 233
Providence, RI 02903 – 4233
Telephone No. (401) 222-2223
www.dbr.state.ri.us

FAX No. (401) 222-5475
TDD No. (401) 222-2999

REQUEST FOR LETTER OF CERTIFICATION (Please Print)

**See attached Notice regarding Insurance Producers and the issuance of Letters of Certification.*

NAME (Individual) OR BUSINESS NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____
ZIP: _____

RHODE ISLAND *INDIVIDUAL* LICENSE NO: _____

**To obtain the RI license number, licensees should visit the Department website at www.dbr.state.ri.us.*

Or

RHODE ISLAND *BUSINESS ENTITY* LICENSE NO: _____
Federal Employer Identification (For Business Entities) No: _____

NUMBER OF LETTERS REQUESTED: _____ x \$15.00 each = \$ _____
(Each letter requested is \$15.00)

Check payable to: General Treasurer State of Rhode Island

**You must include a self addressed stamped envelope.*

Or

**You may pick up this letter(s) of certification at this Division. To do so, please provide us with a telephone number where you can be reached (during business hours 8:30-4:00); and we will contact you when ready.*

If you would like to pick up your letter(s) of certification at the Department, please check here. _____

TELEPHONE NO: _____

NOTE: THIS REQUEST MAY NOT BE PROCESSED FOR AT LEAST SEVEN TO TEN (7-10) BUSINESS DAYS FROM THE DATE RECEIVED.

FAXED COPIES WILL NOT BE ACCEPTED



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IMPORTANT NOTICE REGARDING THE ISSUANCE OF RHODE ISLAND LETTERS OF CERTIFICATION AND GOOD STANDING

The Rhode Island (“RI”) Insurance Division (“Division”) has continued to issue letters of certification and good standing for those RI residents that are applying for a license in another state. It should be noted that the Division is participating in the national initiative for consistency and uniformity of state insurance regulation by using the Producer Database (“PDB”) or State Producer Licensing Database (“SPLD”) as an official state record for licensing. In an effort to promote such uniformity, RI will no longer issue letters of certification or good standing for *Insurance Producers*. RI does not require letters of certification or good standing and the applicant’s home state license is verified on PDB or SPLD.

Claim Adjusters

The Division recognizes that not all states license Claim Adjusters and the licensee’s home state information may not appear on PDB or SPLD. It should be noted that RI is currently reciprocal with ten (10) states as it relates to the licensing of Claim Adjusters. RI will therefore make every effort to verify the applicant’s home state license in that reciprocal state. RI will continue to issue letters of certification or good standing for those licensees that have complied with our state examination (resident or nonresident). For a list of the reciprocal states, you may visit the Department website at http://www.dbr.state.ri.us/pdf_forms/insur/Rhode%20Island%20reciprocal%20states.pdf.

Licensing Status Information

Licensees and insurance companies should be advised that the status of a license may be obtained by the Department website at www.dbr.state.ri.us. There is no cost associated with the Division’s look-up service and should be utilized. In addition, a printed copy of the “Licensee Look-up” information may be used in lieu of a letter of certification.

For questions relating to licensing or regarding this Notice, you may call the RI Insurance Division, Licensing Section at 401-222-2223.